



**City of Chandler  
Housing and Human Services Commission**

***General Funds  
Funding Criteria and Application Guidelines  
2014-2015***

*Applications Available: October 23, 2013*

*Applications Deadline: November 26, 2013*

City of Chandler  
Neighborhood Resources  
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# City of Chandler Funding Criteria & Application Guidelines

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## Introduction

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Thank you for your interest in City of Chandler Human Services Funds. These guidelines were designed to help organizations write more effective grant applications. The guidelines provide a greater understanding as to why each question is important to the Housing and Human Services Commission (HHSC), what the HHSC hopes to learn about an organization from a particular question, and how the HHSC will evaluate each section of the grant application.

The guidelines cover each section and question for the City of Chandler's **General Fund Program Application**. Under most sections, there is direction to provide insight into the intent of the section. In some cases, tips and examples may be provided to give you some ideas of how to structure your response. These examples are suggestions, not necessarily requirements. They are provided to help you formulate your thoughts.

Organizations must select one priority population area for each application submitted (i.e. Youth, Families in Crisis, Special Populations, and General Fund Capital) in e-Clmact, and may submit multiple applications for differing programs per priority population area. Detailed guidelines may be found in **Section 1: Basic Funding Criteria for All Applicants**.

***Agency Registration is available starting October 22, 2013.***

***The deadline for Applications is Tuesday, November 26, 2014 by 4:00 p.m.***

## THE HOUSING & HUMAN SERVICES COMMISSION

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The Housing and Human Services Commission (HHSC) is an eleven member Commission that advises the City Council on the operation and development for all City housing projects and on matters relating to the welfare of the City's low- and moderate-income citizens.

The HHSC assesses the human service needs of the community and makes recommendations on the distribution of the annual allocation of City general funds (non-federal) funding for human service agency applicants. In addition, the Commission is responsible for making recommendations to the City Council on the annual allocation of Federal Community Development Block Grant (CDBG) and HOME Investment Partnership funds.

Established in 1998 by Ordinance No. 2857 and amended in 2005 by Ordinance No. 3649, the eleven-member Commission serves in an advisory capacity to the City Council and Public Housing Authority Commission on matters affecting the Public Housing program and the Section 8 rental assistance program.

Commissioners are appointed by the Mayor of Chandler and are eligible to serve two, three-year terms. Commissioners must be a qualified elector and a City of Chandler resident for at least one year preceding appointment. Additionally, one member must be a resident of a public housing site and one member must be a resident of the City's redevelopment area.

## **2013 – 2014 HHSC MEMBERS**

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<b>Members</b>	<b>Term Expires</b>	<b>Date First Appointed</b>
<b>Justin Lisonbee, Chair</b> Justin Lisonbee has worked for nearly eight years in various aspects of the management of the CDBG, HOME, and Human Services General Funds with two different municipal agencies. Before leaving the human services field, Justin was the CDBG Program Coordinator for the City of Scottsdale and managed the funding application process. Justin currently works in the Emergency Medical Services field.	<b>2014</b>	<b>08-19-2010</b>
<b>Louise Moskowitz, Vice Chair</b> After a 30-year career with APS managing their statewide low-income and educational outreach programs, Louise retired this past Spring. She now has time to delve into some of her other passions like volunteering, genealogy and scrapbooking. Louise received her BA in Human Relations at Pace College in New York City, earned an MA in Organizational Management at University of Phoenix, and an Advanced Certificate in Corporate Community Relations from The Center for Corporate Citizenship at Boston College.	<b>2015</b>	<b>01-26-2012</b>
<b>Raleigh Grady</b> Originally from Kokomo, Indiana, Raleigh Grady served on that City's Family Services Board for over four years and on the Kokomo Planning Commission for over 25 years. Additional social service experience includes serving on the YMCA Board for three years, and the Howard County Park Board for 6 years. This is Raleigh's second term serving on the HHSC; his first volunteer experience with the City of Chandler.	<b>2015</b>	<b>08-19-2010</b>
<b>Kris Kylo</b> A resident of Chandler since 2001, Kris' interest in serving on the City of Chandler's HHSC is related to her history of working more than 30 years in the field of low-income assisted and moderate-to-middle income affordable housing programs. Recognizing the link between human services and rental and home ownership housing opportunities, Kris believes the HHSC plays a vital role in the funding allocation process and the monitoring and measurement of how well the City is meeting priority needs, strategies and objectives. Kris has a Bachelor of Arts in Social Welfare and a Master's of Science in Gerontology. She also has certifications in Industrial Relations, Real Estate Appraisal, Public Housing Regulations, and Public Housing Management.	<b>2016</b>	<b>04-28-2011</b>
<b>Rick Becker</b> Rick is a retired Navy Supply Officer and also worked 15 years for the City of Chandler in Public Works Administration. He currently works at a Chandler senior assisted living facility providing logistical services and serving the residents through various program activities. He has volunteered at various non-profit agencies, has a Bachelor of Science in Business Management, and is an ASU Certified Public Manager.	<b>2014</b>	<b>03-22-2012</b>

<b>Members</b>	<b>Term Expires</b>	<b>Date First Appointed</b>
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<b>Jadine Bowens</b>	<b>2016</b>	<b>04-25-2013</b>
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Jadine A. Bowens is an educator and a linguist, currently working as an instructor with the Kyrene School District. She served as a community activist in the Escalante community of Tempe where she helped to expand the Orbit Transit Line and worked with the homeless population. Jadine holds a B.A. in Spanish/Linguistics from Montclair State University in N.J.; Certification in Technical Communications from M.I.T in Cambridge, M.A and an M.Ed. in Educational Leadership from NAU. She is new this year to the Commission and has already participated in the Back to School Backpack Drive in July.

<b>Judith Carroll</b>	<b>2016</b>	<b>4-25-2013</b>
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Judith was born and raised in Forsyth, Montana, and graduated from MacCormac Business College in Chicago, where she raised three children while holding the position of Official Court Reporter for the Twelfth Judicial Circuit Court in Joliet, Illinois. Later, she lived in Shelton, Nebraska and served as the Shelton Village Clerk and Treasurer for three years. Finally landing in Arizona, her first job was as Administrative Assistant at the La Mesita Family Shelter, with her latest position as Comptroller for Rhibacom. After retirement, Judith became a resident of the Kingston Arms Apartments, and now serves as the Public Housing Resident Commissioner on the Public Housing Authority Commission and HHSC, and feels fortunate to be a resident of Kingston Arms.

<b>Joseph Curbelo</b>	<b>2016</b>	<b>09-26-2013</b>
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Jose "Joseph" Curbelo moved to Chandler in 2005 from Bellflower, California. He is currently a Real Estate Broker with Homesmart. His passion is community leadership and diversity and is a dedicated volunteer, experienced professional and involved homeowner. Joseph enjoys working with people, both on professional and personal levels. He is committed to working hard for the residents of Chandler. He is currently participating in the Chandler Chamber Community Foundation Leadership Institute, 2011 Graduate of the South East Valley Regional Association of REALTORS® Leadership program, and Kino Institute Catechetical Studies and Parish Leadership Formation. Joseph is the most recent appointee to the Commission.

<b>Tammy Clow-Kennedy</b>	<b>2014</b>	<b>01-12-2012</b>
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<b>Jeff Riggs</b>	<b>2015</b>	<b>05-24-2012</b>
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*We would also like to recognize additional panel members from other City of Chandler Boards and Commissions and the Community at Large who have served on the HSHC Funding Subcommittees for the last three years.*

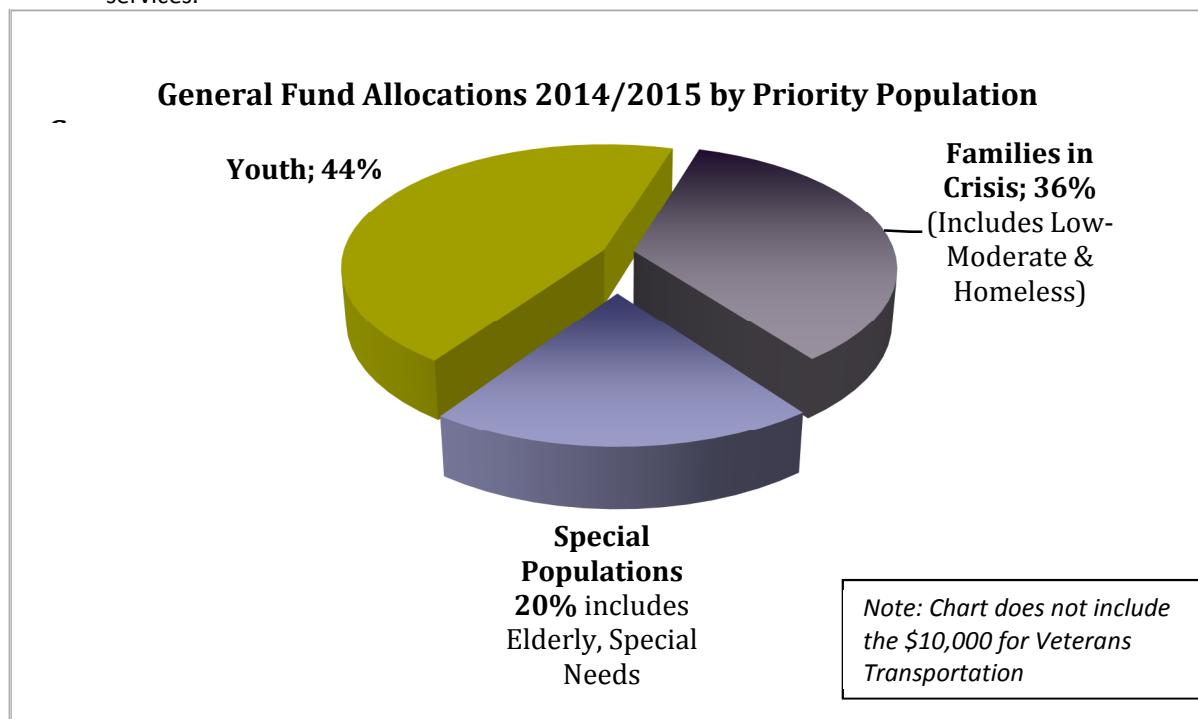
## HISTORY

Over the past several years, the City has been working to improve its process for allocating funds for human services to maximize the use of the funds and more closely meet the evolving needs of the community.

In the fall of 2010, an assessment was conducted to review the existing annual process and procedures for the allocation of funds to social services providers. Based on feedback from Executive Directors of health and human service providers and faith-based organizations, the Housing and Human Services Commission (HHSC), and the Neighborhood Resources Council Subcommittee, recommendations were made to collapse the former six population groups into three general populations in order to more clearly fund the needs of each group. These are Youth, Special Populations, and Families in Crisis.

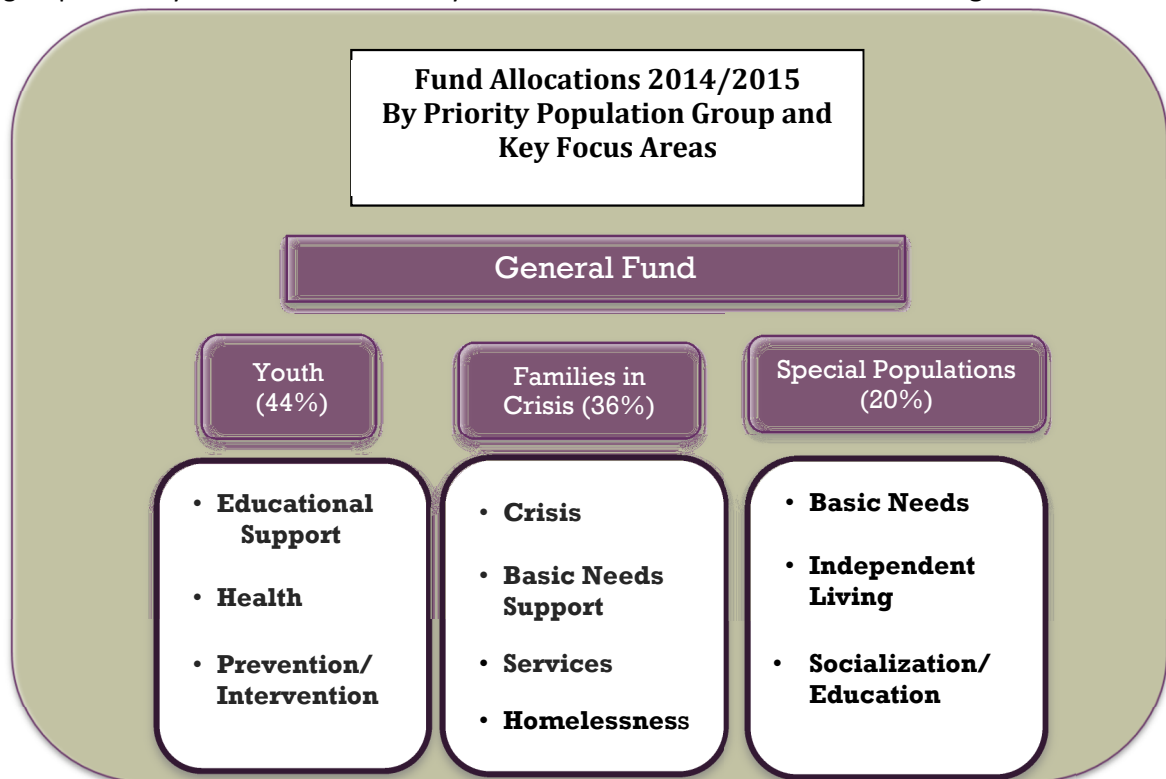
When established in 1994, the Youth Enhancement Program (YEP) created maximum funding limitations as a way of encouraging funding for a greater number of programs rather than allowing a limited number of agencies to receive the majority of the funding. These funding limits have recently been expanded to all General Fund program allocations. These restrictions encourage programs to seek other funding and not be solely dependent on the City of Chandler. The funding limitation provisions state the following:

- No more than 10% of the total annual amount of General Funds may be allocated to any one program (except the Collaborative Partner Grant).
- No more than 15% of the total annual amount of General Funds may be allocated to any one agency.
- No more than 15% of the total annual amount of General Funds may be allocated to a Collaborative Partner Grant.
- Exemptions to the above rules include the Senior Meals and Eviction Prevention Programs operated by the City's designated CAP agency, which offer critical safety net services to Chandler residents. This exemption applies regardless of which nonprofit organization is allocated funding for these services.



## Fund Allocations by Priority Population Group and Key Focus Areas

Key Focus Areas have been developed for each population. A detailed description of population groups and key focus area criteria may be found in **Section 2: Human Service Program Funds**.



In addition to the above population group enhancements, simplifications were made to the application, general funding criteria, and reporting processes.

To aid agencies in determining where they fit into the population groups and guidelines, the following lists the agencies funded in 2013/2014 by population group.

### 2013/2014 FUNDED AGENCIES ORGANIZED BY POPULATION GROUPS

#### Youth – 44% of General Fund

A New Leaf - La Mesita Children's Services  
 Association for Supportive Child Care  
 Back to School Clothing Drive  
 Big Brothers Big Sisters – San Marcos Mentoring  
 Boys & Girls Club - A Positive Place for Kids  
 Chandler Christian Church – The Bridge Youth Outreach Program  
 Chandler Cultural Foundation – Vision Gallery Kidz Program  
 Chandler Education Foundation - Chandler CARE Center Dental Clinic, Chandler CARE Center Medical Clinic & Social Service Support, and Destination College  
 Desert Sounds Performing Arts – The Jeremy Project Chandler  
 Dignity Health CHW Children's Dental Clinic  
 East Valley Jewish Community Center Aftercare and Enrichment  
 ICAN – After School Programs  
 Junior Achievement of AZ – Biz Town and Financial Literacy

**Youth – continued**

Si Se Puede –Scholars & Robotics Programs  
Southwest Human Development – Fussy Baby Program  
Youth Education & Social Services –Community Services

**Families in Crisis – 36% of General Program Fund**

A New Leaf - EMPOWER Program  
Catholic Charities East Valley - My Sister's Place  
Chandler Christian Community Center: Chandler Food Bank, Crisis Intervention, Interfaith  
Homeless Emergency Lodging Program (I-HELP), and Senior Nutrition  
Child Crisis Center - Emergency Shelter, Family Resource Center, Foster Care and Adoption  
Chrysalis - Crisis Shelter Program  
Community Bridges-Community Based Outreach Services  
East Valley Adult Resources RSVP Program  
East Valley Jewish Community Center – Early Childhood Education Scholarships  
EMPACT – Suicide Prevention Center – Senior Peer Counseling  
Fans Across America-Locker Room for Education  
Friends of the Chandler Public Library - Adult Literacy and Job Center  
Kyrene Foundation – Kyrene Family Resource Center  
Matthew's Crossing – Food Bank Program  
National Advocacy & Training Network – SEEDs Program  
One Small Step, The Clothes Cabin  
Resurrection Street Ministry – Manna Food Bank  
Society of St. Vincent de Paul – St. Mary's Conference  
The United Food Bank - Emergency Supplemental Food

**Special Populations– 20% of General Fund**

Alzheimer's Association – Chandler Alzheimer's Program  
American Service Animal Society – Dogs4Vets Program  
Best Buddies Arizona – HS/MS Program  
Chandler Gilbert Arc - Independent Living  
Foundation for Blind Children – SHARP Program  
Neighbors Who Care – Aging in Place  
Recreation and Athletics for the Disabled (RAD) – PAID Program

**Veterans' Transportation Services - \$10,000 General Fund Grant**

Resurrection Street Ministry – Driving Our Veterans



## Section 1: Basic Funding Criteria for All Applicants

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All agencies requesting funding through the City of Chandler's Housing and Human Services Commission under any category (General Fund Program and General Fund Capital), will adhere to the following application criteria:

1. Must be a nonprofit health and human service organization with a 501(c)(3) tax exempt status.
2. Submit an audit, including management letter, conducted by an independent accounting institution able to render unqualified statements regarding the fiscal status of the organization for three years, except under the following conditions:
  - a. Agencies with budgets under \$250,000 may present a financial review conducted by an independent accounting institution.
  - b. Agencies in existence for less than three years must supply year-end financial statements for their period of operation, including budgeted versus actual figures.
3. No more than 20% of the Agency's total allocated funds will be used for program administration and/or evaluation.
4. One hundred percent (100%) of funds received from the City of Chandler must serve Chandler residents. Funds will be returned if it is found that an agency is not meeting this requirement.
5. Priority will be given to agencies physically based in Chandler, except under the following conditions:
  - a. There is no Chandler-based service provider meeting the identified need; or
  - b. An agency outside of Chandler collaborates with or offers essential services to Chandler-based organizations or residents. In this case, the applicant agency will need to provide documentation (such as a letter of partnership, signed agreement, or memorandum of understanding) that outlines the relationship between the applicant agency and the Chandler-based organization/entity (i.e., school, church, etc.) where services are provided.
6. Agencies will be required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.
7. Agencies may apply for both Human Services Program funds and Capital projects. Agencies must select one priority population area for each application, and may submit multiple applications for differing programs per priority population area.
8. Agencies will be required to hold a current insurance policy verifying minimum coverage of Commercial General Liability of \$1,000,000 CSL and Comprehensive Auto Liability \$1,000,000 CSL. Agencies must add the City of Chandler as an additional insured and certificate holder.
9. Agencies shall comply with all applicable Federal, state, and local laws, and with all applicable license and permit requirements.
10. The HHSC has the opportunity to increase or decrease a population funding percentage by no more than 5% during the annual allocation process to respond to urgent needs.

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### APPLICATION GUIDELINES

**Online Application through e-CImpact:** All applications must be submitted online through e-CImpact. The City of Chandler strives to make the Human Services application process available to all interested non-profit agencies that provide human services to Chandler residents.

**Agency and Program Registration Online (Required for all agencies):** Nonprofit organizations interested in submitting an application must complete a Program Registration Form online. Those agencies that are new to e-CImpact must first complete an Agency Registration Form then a Program Registration Form. Please see Section 3-Online Registration Forms. ***Registration begins October 22, 2013.***

**Technical Assistance:** At least one agency orientation and one e-CImpact training will be held to assist organizations in understanding the funding criteria, application, evaluation criteria, and monitoring tools. While these orientations are not mandatory, agencies are encouraged to attend.

**Late Applications:** Agencies will not be able to submit applications after the deadline. Applications that are uploaded and received by the e-CImpact system after the deadline date and time will be considered late and will not be rated, ranked, or receive funding consideration.

**Eligibility Reviews:** City of Chandler staff will review all submitted applications to ensure they meet the funding criteria, have all required compliance documentation, and that the applications are complete.

**Population Group Determination:** Agencies will self-select the appropriate population group under which their applications will be reviewed, however, City of Chandler staff review and ultimately determine the most appropriate population group (i.e., General Fund, CDBG, etc.). Should City staff decide to change the population group under which an agency has applied, this change will have no effect on the agency's eligibility to receive funding. The changing of a population category is mainly an administrative function of City staff. Agencies will be notified of any changes.

**Incomplete Applications:** City of Chandler staff will use their discretion in contacting organizations missing minor information (i.e., a skipped question, no attachments, etc.) and will give organizations a short deadline to respond to a request for completed information. Organizations that do not respond by the set deadline will cause their applications to be ineligible for review by the Housing and Human Services Commission (HHSC). Applications that appear to be more than 5% incomplete will not be eligible for review.

**Application Assistance:** If you have a question or need clarification regarding your application, you may contact one of the following:

Technical Assistance with e-CImpact	General Application Questions
<b>Mary Beth Lawler</b> Valley of the Sun United Way 602-631-4856 mblawler@vsuw.org	<b>Jeanne Bosarge</b> City of Chandler 480-782-4358 jeanne.bosarge@chandleraz.gov

**Administrative Costs:** No more than 20% of the Agency's requested funds will be used for program administration and/or evaluation. Agencies demonstrating a higher level will be automatically reduced to the appropriate level.

## GENERAL FUND POLICIES

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### Maximum Allocation

- No more than 10% of the total annual amount of General Funds may be allocated to any one program (except the Collaborative Partner Grant).
- No more than 15% of the total annual amount of General Funds may be allocated to any one agency.
- No more than 15% of the total annual amount of General Funds may be allocated to a Collaborative Partner Grant.
- Exemptions to the above rules include the Senior Meals and Eviction Prevention Programs operated by the City's designated CAP agency, which offer critical safety net services to Chandler residents. This exemption applies regardless of which nonprofit organization is allocated funding for these services.

## REPORTING GUIDELINES

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Organizations receiving funds from the General Fund will be required to complete a Mid-Term report that is due on January 12, 2015, and a Final Report due July 13, 2015. These forms are provided in **Section 7 Monitoring and Reporting Requirements for Funded Agencies**. Reports must be completed and submitted using the e-CImpact website. The City of Chandler reserves the right to delay the disbursement of funds if reports are not filed by the posted deadlines.

## PAYMENT SCHEDULING POLICY

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The City of Chandler reserves the right to determine the scheduling of allocated funds on a case-by-case basis. All funds allocated by the City of Chandler must be expended by June 30; no allocated dollars will be eligible to carry over into the next funding cycle year. The following criteria will act as a guide in determining payment schedules:

- Organizations receiving equal to or less than \$7,500 will receive a lump sum payment in July, upon receipt of a completed final report, if funded in the prior year. Organizations or programs new to the City of Chandler funding cycle will receive funds in two installments, one in July and one in January.
  - Organizations receiving less than \$25,000 will receive two payments, one in July and one in January. Organizations or programs new to the City of Chandler funding cycle will receive funds in four installments: July, October, January, and April. City of Chandler reserves the right to withhold funds until a completed mid-term and/or final report is received from the organization.
  - Organizations receiving \$25,000 or more will receive their allocation divided into four payments in July, October, January, and April. Organizations or programs new to the City of Chandler funding cycle may receive funds on a monthly basis. City of Chandler reserves the right to withhold funds until a completed mid-term and/or final report is received from the organization.
  - General Fund capital projects and exempted programs will receive funding on a reimbursement basis.
  - No funds will be disbursed without a fully executed contract.
-

## Payment Schedule Overview

Agencies Receiving Allocations:		July	October		January	April
= < \$7,500 New Orgs. & Programs	Mid-Term Reports Due (Mid-July)	Lump Sum		Final Reports Due (Mid-January)	2 <sup>nd</sup> Payment	
		1 <sup>st</sup> Payment				
= < \$25,000 New Orgs. & Programs		1 <sup>st</sup> Payment			2 <sup>nd</sup> Payment	
		1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment		3 <sup>rd</sup> Payment	4 <sup>th</sup> Payment
> \$25,000 New Orgs. & Programs		1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment		3 <sup>rd</sup> Payment	4 <sup>th</sup> Payment
		Monthly	Monthly		Monthly	Monthly
Exempt programs & General Fund Capital		Expense Reimbursement	Expense Reimbursement		Expense Reimbursement	Expense Reimbursement

## Agency Tour Policies – General Fund Program Recipients

### Agency Tour Attendees

- Ideally, HHSC and panel volunteers will attend agency tours. However, tours may be conducted by staff only.
- Staff may choose to visit agencies on multiple occasions to complete the Agency Compliance Monitoring.

### Agency Tour Requirements

- Organizations receiving a City of Chandler General Fund allocation over \$50,000 will be required to participate in an Agency Tour and compliance review annually.
- Organizations receiving between \$20,000 and \$49,999 will be required to participate in an Agency Tour every other year, with an annual compliance review.
- Organizations receiving less than \$20,000 will be required to participate in Agency Tours at least once every three years, with an annual compliance review.
- Organizations and/or programs new to the City of Chandler Human Services process will participate in an Agency Tour and compliance review annually.
- Organizations who have reported significant inconsistencies, who have compliance issues, or who have had significant staffing or leadership changes will be required to participate in increased Agency Tours and/or reporting until the issue is resolved.
- Organizations receiving a City of Chandler General Fund Capital allocation of any amount will be required to participate in an Agency Tour and a compliance review annually.

**Agency Presentation and Tour Goals**

- Educate City of Chandler staff, HHSC and volunteers on the needs of the community and specific agency operations, successes, and challenges.
- Provide the City of Chandler with an opportunity to ensure that the City's allocated dollars are being invested in the manner stated in the agency's application.
- Ensure that Chandler-funded agencies are in compliance with the City of Chandler funding contract.
- Provide support and direction to agencies, both to agencies working from a strong base of operations and those demonstrating significant concerns or areas of needed improvement.

**Agency Tour Observations**

- Should City staff, HHSC, and volunteers identify significant concerns or areas of needed improvement, or if an agency is rated "Below Expectations" for the presentation and tour, the following process will occur:
  - City of Chandler staff will notify the agency director by phone of the significant findings and follow up with a written report outlining the concerns.
  - City of Chandler staff will meet with the agency director to map out next steps and a timeline to rectify the areas of concern.
  - If no forward movement towards rectifying the concerns is made by the timeline drafted, the City of Chandler may withhold allocated funds until the situations are addressed to their satisfaction.

**Agency Presentation and Tour Scheduling Process**

- City of Chandler staff will schedule a mutually agreeable time for the Agency Presentations and Tours.
- Tours are required to be of the Chandler-funded program(s) as they are being provided, unless extenuating circumstances prohibit the observation of these programs (i.e., counseling programs with client confidentiality, etc.).
- Total time for the presentation and tour should be approximately 1 ½ to 2 hours. A preferred agenda is provided to agencies to follow.
- Approximately 3 to 5 HHSC and panel volunteers may attend the presentation and tour, along with City of Chandler staff. Staff will inform the agency in advance the number of people attending.

**Client Speakers**

- Should the agency decide to invite a client to speak directly to tour participants, a signed informed consent form from the client is highly recommended.

**During and After the Presentation and Tour**

- HHSC and volunteer panelists will take notes and ask questions throughout the presentation and tour and will rate the tour as either "Meets Expectations, Exceeds Expectations, or Below Expectations."
- A written follow up report will be provided to each agency outlining strengths, areas of improvement or concern, recommendations, and next steps.

## CITY OF CHANDLER NEIGHBORHOOD RESOURCES STAFF

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## ALLOCATION TIMELINE

<b>October 22, 2013</b>	Agency Orientation & Open Registration, Applications available online
<b>October 24, 2013</b>	e-CImpact Training
<b>November 26, 2013</b>	<b>Deadline</b> for Application Submittal 4:00 p.m.
<b>December, 2013</b>	Application Eligibility Reviews by Staff
<b>January 13, 2014</b>	<b>Deadline:</b> FY13/14 Mid-Term Report
<b>January 22, 2014</b>	HHSC Orientation & Subcommittee Assignments
<b>February 24-28, 2014</b>	HHSC Subcommittee Meetings
<b>February 26 to March 5, 2014</b>	Questions delivered to agencies via email
<b>March 14, 2014</b>	<b>Deadline:</b> Agency Responses to HHSC Questions via e-CImpact
<b>March/April 2014</b>	HHSC finalizes funding recommendations CDBG Recommendations made to City Council
<b>April 10, 2014</b>	City Council Public Hearing for CDBG and HOME Annual Plan and Final Recommendations
<b>May 8, 2014</b>	Mayor and City Council approve CDBG and HOME funding recommendations
<b>June, 2014</b>	City Council approves General Funds Allocations (contingent upon approval of the City budget)
<b>July, 2014</b>	General Funds & CDBG Funds available (contingent upon approval by City Council of City budget)

## Section 2: Human Service Program Funds: General Fund

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### GENERAL FUND PRIORITY POPULATION GROUP CRITERIA AND KEY FOCUS AREAS

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#### Youth

**Percent of General Funds: 44%**

Applications submitted under this priority will fund diverse and various programs to provide positive activities for Chandler youth at all age levels. Priority will be given to programs that address the following Key Focus Areas:

- **Educational Support:** programs that focus on academic achievement and support such as technology learning, tutoring, mentoring, and student leadership.
- **Health:** programs that provide basic health and nutrition services for children and youth that support physical, behavioral and mental health, and prevent childhood obesity.
- **Prevention/Intervention:** programs that support healthy social development through the prevention of violence and gang activity, substance abuse, teen pregnancy, and other risk behaviors.

#### Families in Crisis

**Percent of General Funds: 36%**

Applications submitted under this priority include services that promote strengthening the capacities of low- to moderate-income individuals and families to stabilize a crisis and move toward self-sufficiency. Priority will be given to programs that address the following Key Focus Areas:

- **Crisis:**
  - **Emergency Intervention:** programs that support families and children in crisis due to child abuse, domestic violence, and/or behavioral health issues such as substance abuse and mental health.
  - **Temporary Assistance:** programs that provide temporary financial assistance (utilities, rent, mortgage) and support for individuals in accessing additional community resources.
- **Basic Needs:** programs that provide access to food and other basic needs, including clothing and hygiene, to ensure basic physical health needs are met.
- **Support Services:** programs that provide employment assistance and/or adult education including basic education, literacy, English as a Second Language, financial literacy, workforce skills training and job search skills support. This priority area also includes programs that help families avert a crisis through supportive services including affordable child care and transportation.
- **Homelessness:** programs that provide supportive services, shelter, and housing for homeless individuals and families.

#### Special Populations

**Percent of General Funds: 20%**

Applications submitted under this priority include services to support children and adults with disabilities, the elderly, and veterans. Priority will be given to programs that address the following Key Focus Areas:

- **Basic Needs:** programs that support basic needs including health-related programs (such as access to prescription drugs and Alzheimer's support) and programs that provide transportation for the elderly and disabled so that they can perform errands that support independent living.
- **Independent Living:** programs that allow seniors to age safely "in place" and persons with disabilities to live independently, such as caregiver respite and support, home-delivered and/or congregate meals and nutrition programs, and supportive programs for grandparents raising grandchildren.
- **Socialization & Education:** Programs that offer socialization, recreation, and educational opportunities to seniors or children and adults with disabilities to combat depression, maintain or



improve functional living skills, aid in workforce readiness, improve physical health, or enhance quality of life.

### **Veterans' Transportation Services**

### **\$10,000 General Fund Grant**

- Programs that provide transportation for veterans to veterans' service centers or other needed locales for low-income veterans residing in Chandler.

### **Collaborative Partner Grant**

Collaborative programs, where multiple agencies bring forward resources and provide services, may apply for additional bonus points if they meet the following criteria:

- One agency will be designated as the Primary Fiscal Agency and must serve as the fiscal agent and subcontract, if necessary, with the other program partners.
- The Primary Fiscal Agency will be responsible for executing the contract with the City of Chandler and completing all reporting requirements.
- All collaborative partners must participate in Agency Tours.
- There must be an MOU or other type of written agreement between the collaborative partners defining the role of each agency and stating agreed upon principles for the collaboration.
- Collaborative partners must participate in developing the policies and procedures of the program.
- Each partner must submit a program budget that reflects the revenue and expenses that pertain to their portion of the collaboration.
- Each partner must sign the Collaborative Partner Grant Certification, which will be uploaded into e-CImpact.

A maximum of 25 points will be added to the base score of the program application for qualified Collaborative Partner Grant applicants.

## Section 3 – Online Registration

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### **Agency Registration and Program Registration forms to be completed in e-CImpact.**

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**Online registration is required of all applicants.** The Program Registration form must be completed by all agencies **before** you can begin the Application process. The online Agency Registration Form is only required for new e-CImpact users.

#### **I. Agency Registration:**

- 1. Is your organization a 501(c)(3)?**
- 2. Do you have a 501(c) IRS Tax-Exempt Determination Letter?** If you have never received Chandler funding in the past, you will be asked to provide a copy of this letter.
- 3. Primary/Fiscal Agency Name:**
- 4. Primary/Fiscal Agency Contact Name:**
- 5. Primary/Fiscal Agency Contact Title:**
- 6. Primary/Fiscal Agency Contact's Email Address:**
- 7. Primary/Fiscal Agency Address:**
- 8. Primary/Fiscal Agency Phone Number:**
- 9. Primary/Fiscal Agency Fax Number:**

After completing the agency level questions, you will be asked to assign a program name from the drop down menu of pre-existing programs, then you will see the program level questions. If it is a continuing program, please choose the same name as prior years so the history records are continuous. If you are creating a new program, you must contact Jeanne Bosarge directly.

#### **II. Program Registration:**

- 1. Name of Program:**
- 2. Program Contact Name**
- 3. Program Contact Number:**
- 4. Program Contact Email:**
- 5. Which of these categories best describes this program?** Youth, Families in Crisis, Special Populations, Veterans, or General Fund Capital
- 6. Is your program request for a religious program?**
- 7. Does the program serve Chandler residents?**

#### **Process for Logging into e-CImpact if you are an agency already in the system:**

To access the online registration form, type the URL of <https://agency.e-cimpact.com> in the address field at the top of your browser. The Login Page will appear. This website is confidential and therefore requires a username and password. *Please note that if you already have access to the system through another process your username and password have not been reset and are the same as the most recent funding cycle in which you participated.*

**Organization Code:** An Organization Code is needed to log into e-CImpact. For all applicants, the Organization Code is **03040F**.

**Username:** All users with access to the online application will be assigned a username.

**Password:** All users with access to the online application will be assigned a temporary password. Once you have filled in the required login information, click on [Sign in to our Secure Server](#) to enter the application.

Once signed in click on the **Register for City of Chandler 2014 General Fund Application** link on the left to start your registration process.

**Process for Logging into e-CImpact if you are new to the system:**

To access the online registration form and you are not in the system, type the URL of <https://agency.e-cimpact.com/login.aspx?org=03040F> in the address field at the top of your browser. Click to add yourself as a Brand New Agency, follow the field prompts. There are over 2000 agencies currently in the system. If you are unaware if you are in the system please contact Mary Beth Lawler to inquire what method you should log in with.

Once signed in click on the **Register for City of Chandler 2014 General Fund Application** link on the left to start your registration process.

**If you are applying for a Collaborative Partner Grant, please contact Mary Beth Lawler and she will complete the registration form for you and your partner agencies.**

***For e-CImpact technical assistance, please contact:***

*Mary Beth Lawler  
Valley of the Sun United Way  
1515 E. Osborn Road  
Phoenix, AZ 85014  
602-631-4856  
Fax: 602.776.3356  
mblawler@vsuw.org*

***For general fund application questions, please contact:***

**Jeanne Bosarge**  
City of Chandler  
Community Resource Assistant  
City of Chandler  
480-782-4358  
jeanne.bosarge@chandleraz.gov

## Section 4 – General Fund Program Application & Guidelines

### Part I: Primary Fiscal Agency Profile FY14/15

The **Application Summary** section is the same for all funding applications. **NOTE:** Please make sure the primary address listed in the profile section is where you want the City of Chandler correspondence to be sent.



Check here if you are applying for a collaborative partner grant.

**I. Primary/Fiscal Agency Name:**

**II. Collaborating Partner Agencies:**

- A.
- B.
- C.
- D.

+++++

**101. Primary/Fiscal Agency Name:**

**102. Primary/Fiscal Address:** Enter the main address of your non-profit organization in which you would like to receive correspondence from the City of Chandler.

**City:**

**State:**

**Zip:**

**103. Primary/Fiscal Agency Contact Name:**

**104. Primary/Fiscal Agency Contact Title:**

**105. Primary/Fiscal Agency Contact Email:**

**106. Primary/Fiscal Grant Contact Email:**

**107. Primary/Fiscal Grant Contact:**

**108. Primary/Fiscal Grant Contact Title:**

**109. Primary/Fiscal Grant Contact Address:**

**Grant Contact City:**

**Grant Contact State:**

**Grant Contact Zip:**

**Grant Contact Phone:**

**110. Agency Description:** Give a brief description of your non-profit organization (250 characters)

**111. Agency EIN:**

**112. Agency Website:**

**113. Type of Organization:** Choose from drop down menu (non-profit or government).

**114. Are you a "Faith Based" organization?** (A faith-based agency is defined as a religious organization providing social services, but cannot use funds for worship, religious instruction, or proselytization.)

### **PRIMARY/FISCAL AGENCY BACKGROUND INFORMATION**

This section helps to provide a general overview of your agency's history and current status. Your response should help build a context for your program request.

- 115. Summarize your organization's history, mission and goals:** Provide a brief history of your organization. Include the year founded, your agency's mission, and broad, overarching goals. (2,000 characters)
- 116. Outline your agency's current range of services and activities and highlight recent accomplishments.** (An organizational chart is required to be uploaded in the Application Attachments section.) Provide a brief description of the overall services of your agency. Discuss recent awards, evaluation results, service outcomes, or other information that illustrates your agency's strengths. (2,000 characters)

## **ORGANIZATIONAL CAPACITY**

This section provides a snapshot of the agency's capacity based on board member involvement, staff capacity, and volunteers. The section also provides an opportunity to identify the agency's strategic direction for the near future as well as challenges/changes/opportunities the agency may be facing.

- 117. Number of positions on the Board of Directors when full.** Please provide a current Board Roster in the Application Attachments section.
- 118. Number of meetings per year:**
- 119. Number of board members who live/work in Chandler:**
- 120. Describe the board's engagement and support of the organization:**

*Tip: If you have a commitment form or rules/responsibilities of the board members, please describe the level of commitment, including financial.*

- 121. Does your agency have a strategic plan or five year plan?**
- 122. When was the plan adopted?**
- 123. Describe briefly the key goals of the strategic plan for your organization. Describe any challenges and/or opportunities facing the organization in the next three to five years.** (2,000 characters)
- 124. What is your agency doing to address any significant operational changes due to trends, funding challenges, employee changes, etc.?**
- 125. Describe how the agency is addressing Succession Planning:** (500 characters)
- 126. Number of part-time employees:**
- 127. Number of full-time employees:**
- 128. Number of volunteers utilized annually:**

## **Part II: Primary Fiscal Agency Budget**

The agency budget gives information about the size/scope of the agency, the diversity of revenue sources, and agency expenses. This helps provide context for the program that is being discussed in the application and the program request. The clarity and accuracy of the budget is also an indicator of the fiscal capacity of the organization.

Enter total approved Revenue and Expenses in the left side column for your entire organization for FY13/14. Include the City of Chandler allocation if you received one. To enter information in the charts click on the title for items listed with an underline. This will open a drop down screen, which allows you to add items under that category.

Enter total proposed Revenue and Expenses in the right side column for your entire organization for FY14/15. **Include the amount of City of Chandler funds you are requesting in this application.** To enter information in the charts click on the title for items listed with an underline. This will open a drop down screen, which allows you to add items under that category.

#### A. Revenue

	Current Agency Budget 2013-2014	Proposed Agency Budget 2014-2015
*1. Gov. Funding-Chandler		**
General Fund		
CDBG		
HOME		
Reconstruction		
Homeless Tenant Based Rental Assistance		
Other		
*2. Gov. Funding - Other Cities		
Tempe		
*3. Gov. Funding - County		
County		
*4. Gov. Funding - State		
Arizona		
*5. Gov. Funding - Federal		
Federal		
6. Contributions / Donations		
7. Special Events / Fundraising		
8. Legacies / Bequests		
*9. Foundation Support		
Foundation		
10. Service Fees and Reimbursements		
11. Investment Income		
12. In-Kind Support		
13. Volunteers		
*14. Other Income		
Other		
Total		

**\*\*Tip-Make sure to include all FY14-15 funds requested from City of Chandler in the right column.**

**B. Expenses**

	Current Agency Budget 2013-2014	Proposed Agency Budget 2014-2015	Percentage
15. Salaries			
16. Employee Benefits and Taxes			
17. Employee Education and Training			
18. Professional Fees and Contracts			
19. Specific Assistance for Individuals			
20. Communications (phone, fax, modem, postage)			
21. Supplies/Equipment Rental and Maintenance			
22. Occupancy (rent, utilities, building and			
23. Advertising / Printing and Publications			
24. Travel / Meetings / Conferences			
25. Membership Dues / Support to Affiliate Org.			
26. Evaluation			
27. Non-Payroll Insurance			
28. In-Kind Expense			
*29. Other Expenses			
other			
Total			

**A. Surplus / Deficit**

	Current Agency Budget 2013-2014	Proposed Agency Budget 2014-2015
30. Surplus/Deficit		

**Tip:** In the chart above, if line 30 has a positive or negative number, you must explain this difference in #129 below, and how the agency will address this surplus or deficit.

**129. Please explain any surplus or deficit:** (200 characters)

**130. What percentage of total revenues are Chandler funds?** (100 characters)

**131. Agency Budget Narrative. Please address any significant budget issues with the agency that may impact the proposed program (s) if any.** (1,500 characters)

## Part III: General Funds Program Summary

201. Name of Program:

202. Primary Program Physical Address:

203. Provide target areas of the proposed program. Provide a brief description of the target area of the program using boundaries and/or zip codes. (500 characters)

204. Program Contact Name:

205. Program Contact Number:

206. Program Contact Email:

207. Amount of Funding Requested for FY 14/15:

208. Total Program Budget for FY 14/15:

209. If the City of Chandler is unable to fund your program at the full request, what is the amount of funding you will accept to provide program services? Enter a dollar amount and provide a narrative explanation if needed. (250 characters)

210. Program Description: Provide a description of the program including general purpose. (1000 characters)

211. Identify the program's target population(s). Explain the issue or needs addressed and any changes or trends you have observed in recent years; please include data to support your claim. The application guidelines outline Key Focus Areas under the General Fund Priority Population Criteria. (2,000 characters)

### APPLICATION NARRATIVE SECTION

The application narrative section provides a thorough description of the program with specific details. Responses that address all of the questions illustrate a comprehensive program model. Based on this section, reviewers should be able to visualize clearly how the program works and relates to the needs of the target population.

#### ***Tips***

- **Goals** should be a one or two-sentence statement that describes the desired condition of well-being for the program's target population and/or conveys the overall purpose of the program requesting funding.
- **Objectives** are the "sub-goals" that the program is working on this year and may include specific measurements (i.e. numbers to be served).
- **How Services Accomplish Program Goals**: This should refer to your strategic plan, 5 year plan and/or mission statement.
- **Activities** refer to the specific tasks that need to be completed. This may include classes, sessions, projects, etc. Provide a brief description of these components.
- **Timeline** should include any chronological events, dates, etc. that provide an understanding of the flow of the project throughout the year.



**Example: ABC Financial Literacy Program**

**Goal:** The overall goal of the ABC Program is to increase financial literacy and financial security among low- to moderate-income women in our community.

**Objectives:** In FY 13/14, the ABC Program will work toward this goal through the following objectives:

1. Work with local financial institutions and community organizations to recruit, screen and train 50 financial literacy mentors.
2. Provide group financial education and individual financial mentoring for 100 low-to-moderate women.

**Activities:**

- **Financial Literacy Classes:** The program will provide 4, 9-week financial literacy sessions serving 25 participants per class. The ABC Financial Literacy Program is a research-based curriculum that incorporates skills on basic financial terms, budgeting for life, savings and investment products geared toward individuals with little previous financial experience.
- **One on One Banking Mentoring:** Utilizing experienced mentors with financial backgrounds, the ABC Program matches participants with a mentor who provides one-to-one financial assessments and supports the participant in implementing a personal financial plan.
- **Timeline:** The ABC Financial Literacy Program runs throughout the year with new classes starting quarterly in January, April, July and October. Participants are matched with a mentor who commits to providing support for a minimum of 6 months.

**212. Describe the goals of the program.** (1000 characters)

**213. List your program objectives.** (1000 characters)

**214. How do the proposed services accomplish the goals of your organization?** (1000 characters)

**215. Explain the program activities.** (1000 characters)

**216. Detail the timeline for your plan.** (1000 characters)

**217. Please list all full time and part-time employees assigned to this program. Include names, titles and amount of allocated Chandler funds. If the position is vacant, list the position title and projected amount to be allocated.**

**218. List the number of volunteers utilized in this program.**

**219. Explain why the organization is approaching the issue/need in this way. Highlight best practices or innovations, short-term, and/or long-term benefits to the participants and/or the community.**

***Tips***

- *Address this section in terms of the needs of the target population rather than the needs of the agency providing the service.*
- *If your program has been identified as a best practice or the program delivery model is a best practice, explain the practice, provide evidence based information, including sources cited.*
- *If the program is not based on a specific best practice, explain why the organization chose to use this model and highlight the agency's unique ability to provide this service effectively.*

**220. How many years has this program been in existence?**

**221. How many years has this program been in existence in Chandler?**

**222. Quality Assurance: The City of Chandler values high quality programs that benefit the lives of our residents. Identify and describe the industry standards, best practices, or regulatory (national, state, federal) guidelines the agency utilizes to measure the quality of the unit of service you are providing. (1000 characters)**

Examples:

- The FDA's nutritional guidelines are utilized to ensure food boxes contain healthy food.
- Clients requesting utility or rental assistance meet with a case manager to discuss steps to self-sufficiency.
- National recreation standards are utilized to ensure programs are safe and engaging.
- Successful completion of class projects are tracked and evaluated before allowing students to advance to the next class or level.
- The child care agency is accredited by XYZ Agency and monitor for 120 items on an annual basis. (If using accreditation as a service indicator, include information on the standards met to receive the accreditation.)

**223. How do you ensure client safety? Do you require training or certification?** (For example, do vehicle drivers have to obtain a specific driver's license? Does any employee working with food have a Food Handler's Card from Maricopa County?) (500 characters)

**224. Specify the eligibility criteria, if any, for Chandler residents to receive your services. Please also list any documents required from clients for eligibility purposes. (1,500 characters)**

**225. Outreach: Please describe any outreach efforts you make in the community. Include information on how your board and other community partners are included in your outreach. (2000 characters)**

***If you are completing the Collaborative Partner Grant Supplemental, please state that you are applying for it in this section, and use 227 and 228 to discuss partners that are not part of your formal collaboration.***

**226. Which other agencies in the City of Chandler or adjacent communities provide similar services and how are you cooperating with them? (2,000 characters)**

***Tip: The response to this question should help clarify how the proposed program leverages existing partnerships and resources, while avoiding duplication of services and meeting a unique need.***

**227. Describe collaborative efforts with other nonprofit, for-profit and/or governmental agencies that play a specific role in this program. Please provide documentation in the form of a letter documenting partnership or other signed agreement in the Application Attachment section. (2,000 characters)**

**Tip: Rather than a long list of partners, this response should identify key partners that support the program and provide detail about specific tasks, program activities, or resources made available through the partnership.**

**228. Please describe how your request differs from or builds on these efforts, including expanding and gaining access to resources?**

#### **PROGRAM EVALUATION**

The evaluation section provides quantitative information about the levels of service provided by the program, as well as information about how the agency intends to measure the quality of the program. The response should align clearly with the proposed goals, objectives, and activities of the program.

Identify the unit(s) of service and unduplicated clients for the proposed activity. You are allowed to select more than one unit of service and client base if applicable to your program. The units of service choices were adapted from the units of service definitions that were entered by agencies during prior application processes. If you do not see an applicable unit of service, please click on "Other" and you will be able to define the unit separately.

#### **Part IV: Unduplicated Clients and Units of Service**

<b>229. Unduplicated Clients</b>	<b>Total Clients to be Served by the Program</b>	<b>Total Chandler Clients to be Served by the Program</b>	<b>Total Clients to be Served with Chandler Funds</b>
Unduplicated Clients			

**Tip: The Unduplicated Clients and Units of Service numbers do not have to match.**

<b>230. Units of Service</b>	<b>Total Units of Service to be Served by the Program</b>	<b>Total Units of Service to be provided to Chandler</b>	<b>Total Units of Service with City of Chandler Funds</b>
Units of Service			
One Client Contact			
One bed night or shelter night			
One volunteer service hour (adult literacy)			
One hour of support for program participant (independent living)			
One hour of direct service to client/program use			

<b>230. Units of Service –continued</b>			
One complete developmental screening service (child)			
One period of substance abuse crisis services (10-23 hours)			
One client intake			
One case management			
One hour of legal time			
One home repaired			
One food box			
One item of clothing			
One unit of emergency assistance			
Other			

## Part V: Demographic Data

*Enter actual numbers of persons served with Chandler funds in FY 13/14 and projected numbers of persons to be served with Chandler funds for FY 14/15 in the categories of gender, age, race/ethnicity, disabled, and household income.*

<b>Gender of Persons Served</b>	<b>Actual FY 2013/2014</b>	<b>Projected FY 2014/2015</b>
Males		
Females		
Unknown		
Total		
<b>Age of Persons Served</b>	<b>Actual FY 2013/2014</b>	<b>Projected FY 2014/2015</b>
0 - 6		
7 - 13		
14 - 18		
19- 30		
31 - 49		
50 - 62		
63 - 74		
75 - 84		
85+		
Unknown		
Total		

<b>Race/Ethnicity of Persons Served</b>	<b>Actual FY 2013/2014</b>	<b>Projected FY 2014/2015</b>
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
Amer. Indian/Alaskan Native & Black/African American		
Asian and Native Hawaiian/Other Pacific Islander		
Other Multi-Racial		
Total		

<b>Race/Ethnicity of Hispanic Persons Served</b>	<b>Actual FY 2013/2014</b>	<b>Projected FY 2014/2015</b>
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
Amer. Indian/Alaskan Native & Black/African American		
Asian and Native Hawaiian/Other Pacific Islander		
Other Multi-Racial		
Total		

Other Populations	Actual FY 2013/2014	Projected FY 2014/2015
Disabled		
Severe Mental Illness (SMI)		
Veterans		
Homeless		
Income Level of Persons Served	Actual FY 2013/2014	Projected FY 2014/2015
Extremely Low (0-30% of Median Income)		
Low (31%-50% of Median Income)		
Moderate (51%-80% of Median Income)		
Non-Low Moderate Income (81% + of Median Income)		
Unknown		
Total		

## Part VI: Detailed Program Budget

Enter total projected Revenue and Expenses in the left side column for your requested program for FY 14/15. Indicate the status of each revenue source by entering them in the appropriate column entitled **"Secured"** or **"Pending"**. **Include in the Pending column the amount requested in this application.** To enter information for items listed with an underline, click on the title. This will open a drop down screen, which allows you to add items under that category. REMINDER: Please verify that the Revenue and Expense columns TOTALS match. (The budget should not show a surplus or deficit.)

A. Revenue	Total Program Funding FY13/14	Total Program Funding FY14/15	Revenue Status Secured	Revenue Status Pending
*1. Government Funding-Chandler				
General Fund				
CDBG				
HOME				
Homeless Tenant Based Rental Assistance				
Reconstruction				
Other				

<b>A. Revenue –continued</b>				
*2. Gov. Funding - Other				
other				
*3. Gov. Funding - County				
*4. Gov. Funding-State				
5. Gov. Funding - Federal				
6. Contributions / Donations				
*7. Special Events/ Fundraising				
8. Legacies / Bequests				
9. Foundation Support				
10. Service Fees and				
11. Investment Income				
12. In-Kind Support				
13. Volunteers				
14. Other				
Total				

<b>A. Expense</b>	<b>Total Program Budget FY13/14</b>	<b>Total Program Budget FY 14/15</b>	<b>Chandler Funding</b>	<b>Other Resources</b>
*15. Salaries				
Admin				
Program Salaries				
16. Employee Benefits and Taxes				
17. Employee Education and Training				
18. Professional Fees and Contracts				
19. Specific Assistance for Individuals				

<b>A. Expense –continued</b>				
20. Communications (phone, fax, modem, postage)				
21. Supplies/Equipment Rental and Maintenance				
22. Occupancy (rent, utilities, building & grounds)				
23. Advertising / Printing & Publications				
24. Travel / Meetings / Conferences				
25. Membership Dues / Support to Affiliate Org.				
26. Evaluation				
27. Non-Payroll				
28. In-Kind Expense				
*29. Other Expenses				
Total				

**A. City of Chandler % of Projected Revenues**

	<b>Total Program Budget FY 14/15</b>
City of Chandler % of Projected Revenues	
Total	

**B. City of Chandler % of Projected Expenses**

	<b>Total Program Budget FY 14/15</b>
City of Chandler % of Projected Expenses	
Total	

**C. Surplus and Deficit**

	<b>Total Program Budget FY 14/15</b>
30. Surplus / Deficit	



## Program Budget Narrative

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In the chart above, if line 30 has a positive or negative number, you must explain this difference in No. 231 below, and how the agency will address this surplus or deficit.

**231. If applicable, please explain any surplus or deficit. (200 characters)**

**232. Please address any significant budget issues with the agency that may impact the proposed program(s).**

## Part VII: Application Attachments

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The following list of compliance documents are **required** to be submitted to complete your application in e-CImpact. If a document is not applicable, then please state on a piece of paper “not applicable” and submit that as your attachment. (Example: An organization with a budget under \$250,000 may present a financial review conducted by an independent accounting institution instead of an audit.)

### Compliance:

- Agency Organizational Chart that shows how the program fits into the organization.
- Current Board Roster
- Most Recent Financial Statements (audited if applicable)
- Most recent Audit Management Letter (if applicable)

### Additional Information:

- Letter(s) documenting partnership(s), memorandum of understanding or other signed agreement with identified collaborating agencies that play a specific role in proposed program.
- Marketing/outreach: Please provide a copy of an agency brochure or flier (limit 4 pages)

## Section 5 – Collaborative Partner Grant Supplemental

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**301. Title of Collaborative Project/Program:**

**302. Collaborating Partner Agencies:**

I. Primary Fiscal Agency name:

- a. Address:
- b. Contact Name:
- c. Contact Title:
- d. Email address:
- e. Phone number:

II. Partner Agency A name:

- a. Address:
- b. Contact Name:
- c. Contact Title:
- d. Email address:
- e. Phone number:

III. Partner Agency B name:

- a. Address:
- b. Contact Name:
- c. Contact Title:
- d. Email address:
- e. Phone number:

IV. Partner Agency C name:

- a. Address:
- b. Contact Name:
- c. Contact Title:
- d. Email address:
- e. Phone number:

**302. Total amount requested:** \_\_\_\_\_

Lead/Fiscal Agency requested amount: \_\_\_\_\_

Partner A requested amount: \_\_\_\_\_

Partner B requested amount: \_\_\_\_\_

Partner C requested amount: \_\_\_\_\_

**303. Will the fiscal agent incur any additional administrative costs? If yes, please list the amount and how the funds will be used.** *(No more than 20% of the allocated funds may be used for program administration.)*

**304. Describe and list each partner's role, responsibility, and contribution to the project.**

**305. How does this differ from other collaborative projects/programs who deliver the same services?**

**306. What are your anticipated results of the collaboration which are different in comparison to other programs who deliver the same services?**

**307. Describe the enhancements and efficiencies that are achieved through the collaboration as opposed to running a separate organization program. Are you decreasing duplication?**

**308. Describe your experience in collaborating: give an example of a project or program on which you collaborated with other nonprofit organizations, and the outcome (successes, challenges, etc.). What did you achieve?**

**General Fund Collaborative Partner Grant Budget**

<b>A. Revenue</b>	<b>Total Program Funding Received FY13/14</b>	<b>Total Program Funding Requested FY 14/15</b>	<b>Revenue Status Secured</b>	<b>Revenue Status Pending</b>
*1. Government Funding- Chandler				
General Fund				
CDBG				
HOME				
Homeless Tenant Based Rental Assistance				
Reconstruction				
Other				
*2. Gov. Funding – Other Cities				
*3. Gov. Funding - County				
*4. Gov. Funding-State				
5. Gov. Funding - Federal				
6. Contributions/ Donations				
*7. Special Events/ Fundraising				
8. Legacies / Bequests				
9. Foundation Support				
10. Service Fees and Reimbursements				
11. Investment Income Funding				
12. In-Kind Support				
13. Volunteers				
*14. Other				
<b>Total</b>				

<b>B. Expense</b>	<b>Total Program Budget FY 13/14</b>	<b>Total Program Budget Projected FY 14/15</b>	<b>Chandler Funding</b>	<b>Other Resources</b>
*15. Salaries				
Admin				
Program Salaries				
16. Employee Benefits and Taxes				
17. Employee Education and Training				
18. Professional Fees and Contracts				
19. Specific Assistance for Individuals				
20. Communications (phone, fax, modem, postage)				
21. Supplies/Equipment Rental and Maintenance				
22. Occupancy (rent, utilities, buildings, grounds)				
23. Advertising / Printing & Publications				
24. Travel / Meetings Conferences				
25. Membership Dues/Support to Affiliate Org.				
26. Evaluation				
27. Non-Payroll Insurance				
28. In-Kind Expense				
*29. Other Expenses				
<b>Total</b>				

<b>City of Chandler % of Projected Budget</b>	<b>Total Program Budget FY 14/15</b>
City of Chandler % of Projected Budget	
Total	

<b>City of Chandler % of Projected Revenues</b>	<b>Total Program Budget FY14/15</b>
City of Chandler % of Projected Revenues	
Total	

<b>Surplus and Deficit</b>	
Surplus / Deficit	

**30. If applicable, please explain any surplus or deficit.**

***Application deadline is Tuesday, November 26<sup>th</sup> by 4:00 p.m.***

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## Section 6 – Application Review Process & Evaluation Criteria

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- All applications will be initially reviewed by City staff for eligibility, completeness, and feasibility.
- Applications that are deemed 5% incomplete will be notified in writing as to their status.
- Applications that are deemed ineligible or not feasible will not be considered for funding and will not be forwarded to the Housing and Human Services Commission (HHSC).
- The HHSC is provided the applications, mid-term reports, and any summaries formulated by staff.
- The HHSC will review, evaluate, issue request for clarification, and score each application based on the criteria outlined in this manual. Additional questions, if any, will be distributed to agencies to address via email.
- From the application ranking, the HHSC will develop funding recommendations and forward their recommendations to the City Council.

### GENERAL FUND PROGRAM APPLICATION EVALUATION RUBRIC

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Organization Name			
Program/Project Name			
Reviewer:			
Funding Request:	\$	How many years has this program been in existence?	

#### Rating Guidelines:

- **Excellent**— Specific and comprehensive. Complete, detailed and clearly articulated information that addresses each component of the section/question/criteria. Well-conceived and thoroughly developed ideas that give a clear picture of the organization or program.
- **Good**—Thorough response that addresses each component of the criteria. Additional detail in some areas could have provided further clarity about the organization and/or program.
- **Average**— General answers but sufficient detail. Questions/criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies or weaknesses.
- **Fair**—Sketchy and non-specific. Most questions/criteria are minimally met, but limited information does not provide clear response to the question/criteria. Lacks focus and detail.
- **Poor**—Does not answer the question/criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.

	Poor	Fair	Average	Good	Excellent
<b>Part I: Primary Fiscal Agency Profile</b>					
<b>Agency Description:</b> How well has the applicant described the organization? Are the history, mission and general goals included? (115)	1	2	3	4	5
<b>Agency Description:</b> Did the agency give an overview of the range of services provided and any recent accomplishments? (116)	1	3	3	4	5
<b>Organizational Capacity—Board:</b> Based on the Board of Directors information, does the organization appear to have reasonable involvement/commitment from the Board? (117-120)	1	2	3	4	5
<b>Organizational Capacity –Planning:</b> Does the applicant clearly identify the organizational goals and any challenges or opportunities facing the organization? Is the organization instituting any succession planning? (121 -125)	1	2	3	4	5
<b>Organizational Capacity – Staff/Volunteers:</b> Based on the information provided regarding staff and volunteers, does the organization have the capacity to effectively manage the proposed program? (126 -128)	1	2	3	4	5
<b>Agency Budget:</b> Is the budget complete and accurate? Is there anything in the budget that is unclear or confusing? Did they explain any surplus or deficit? (129 -131)	1	2	3	4	5
<b>Totals:</b>					
<b>Total Possible Score: (30)</b>	<b>Total Actual Score:</b>				
Comments:					

	Poor	Fair	Average	Good	Excellent
<b>Part II: Program Summary</b>					
<b>Target Population:</b> Is the target population clearly defined? Has the applicant utilized data to illustrate the needs of the target population? Does the applicant clearly identify and provide detail about how the program addresses one of the Key Areas? (211)	1	2	3	4	5
<b>Summary:</b> How well does the applicant describe the program? Are the program's goals and objectives clearly identified? Does the organization provide a description of the activities and/or strategies that will be used to meet the goals? Can the goals and objectives be reasonably achieved within the stated timeline? (212 –216)	1	2	3	4	5
<b>Use of Resources:</b> Is the description of how Chandler funds will be used clear? Does the response address the use of volunteers by the agency? (217 – 218)	1	2	3	4	5
<b>Approach:</b> How well does the applicant describe why/how the proposed program meets the identified needs of the participants? Are best practices, short term, long term innovations described in the response? (219)	1	2	3	4	5

<b>Quality Assurance:</b> How well does the applicant identify and describe industry standards? Do the standards ensure a quality program? Are the measurement methods clearly articulated? (222)	1	2	3	4	5
<b>Eligibility Criteria:</b> Does the applicant describe the program’s eligibility criteria? If applicable, is a list of required documents referenced in the response? (224)	1	2	3	4	5
<b>Outreach:</b> Did the agency describe outreach efforts? Has the organization involved the board and other community partners in its communication outreach? (225)	1	2	3	4	5
<b>Collaborative efforts:</b> Does the application provide accurate information about other similar services offered in the community? Are the relationships with other providers described with clarity? (226)	1	2	3	4	5
How well are the roles of collaborating partners described? Is the role of each partner within the specified program clearly articulated? Does the organization work closely with partners to expand its capacity and gain access to resources? Did the agency provide documentation of the partnership? (See Application Attachment section) Is it clear whether or not there is duplication of efforts? (227 & 228)	1	2	3	4	5
<b>Total Possible Score: (45)</b>	<b>Actual Score:</b>				
Comments:					

	Poor	Fair	Average	Good	Excellent
Part III: Unduplicated Clients & Units of Service					
Unduplicated Clients: Is it clear how many unduplicated Chandler residents will benefit from the services? (229)	1	2	3	4	5
Units of Service: Do the units of services clearly define the activities? Does the information align with the program goals and objectives? Is it clear how many Chandler residents will benefit and from which services? (230)	1	2	3	4	5
Totals:					
Total Possible Score: (10)	Total Actual Score:				
Comments:					

#### Part IV: Demographic Data – not scored



	Poor	Fair	Average	Good	Excellent
Part V: Detailed Program Budget and Narrative					
<b>Budget:</b> Is the proposed budget complete? Is there anything in the budget that is unclear or confusing? Does the applicant provide a clear picture of the revenue and expenses of the program?	1	2	3	4	5
<b>Budget Narrative:</b> Based on the budget and narrative, do the expenses appear reasonable based on the program description? (231 & 232)	1	2	3	4	5
<b>Other Program Funding Sources:</b> Are other funding sources identified? Has the applicant identified which funding sources are secured, pending and to be requested?	1	2	3	4	5
<b>Totals:</b>					
<b>Total Possible Score: (15)</b>	<b>Total Actual Score:</b>				
Comments:					

Collaborative Partner Grant Supplemental	Poor	Fair	Average	Good	Excellent
Does the applicant clearly identify and describe each partner’s role, responsibility, and contribution to the program/project? (304)	1	2	3	4	5
Does the applicant describe how this program/project differs from other collaborative efforts that deliver the same services? (305)	1	2	3	4	5
Are the anticipated results of the collaboration explained in detail, and are they different from other programs who deliver the same services? (306)	1	2	3	4	5
How well did they describe how the enhancements and efficiencies will be achieved through this collaboration? Is the collaboration decreasing duplication? (307)	1	2	3	4	5
Are all the Partner Budgets complete and do they match?	1	2	3	4	5
Totals:					
Total Possible Score: (25)					
Section Totals:	Total Possible Points:	Total Actual Score:			
Part I: Primary Fiscal Agency Profile	30				
Part II: Program Summary	45				
Part III: Unduplicated Clients & Units of Service	10				
Part V: Detailed Program Budget/Narrative	15				
Total:	100				
Collaborative Partner Grant Supplemental	25				
Total:	125				
Overall Comments:					

## Section 7 – Monitoring & Reporting Requirements for Funded Agencies

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### I. GENERAL FUND PROGRAM MID-TERM REPORT

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The Mid-term Report is due Monday, January 13, 2015 and captures data from July 1, 2014 through December 31, 2014.

1. Agency Name:
2. Agency Description:
3. Project/Program Name:
4. Contact Person:
5. Contact Phone Number:
6. Contact Email Address:
7. FY14/15 Funds Requested:
8. FY14/15 Contract Amount:

### II. PRIORITY PROGRAM INFORMATION

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The following information is required as part of our reporting to HUD. Please choose one of the following categories that is your primary focus:

Adult Services  
Anti-Crime Programs  
Domestic Violence Services  
Emergency Shelter Operating Costs  
Employment Training  
Food and Clothing Services  
General Public Services  
Handicap Services  
Health Services  
Legal Services, including Fair Housing  
Senior Services and Programs  
Substance Abuse Services  
Veteran's Services  
Youth Services

If serving more than one category, please explain: (Narrative Box – 200 Characters)

### III. MID-TERM REPORT INFORMATION

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1. Program Description FY 14/15:
2. Chart of Clients Served + Units of Service

FY 13/14 Funding Requested	FY 13/14 Funding received	FY 13/14 Unduplicated Units of Service	FY 13/14 Unduplicated Clients to be Served Per Contract	Number of unduplicated clients actually served with Chandler funds 7-1-13 to 6-30-14

<b>FY 14/15 Funding Requested</b>	<b>FY 14/15 Funding Received</b>	<b>FY 14/15 Unduplicated Units of Service</b>	<b>FY 14/15 Unduplicated Clients to be Served Per Contract</b>	<b>Number of unduplicated clients actually served with Chandler funds 7-1-14 to 12-31-14</b>

- Based on the numbers provided in the chart above, state whether your program is on target to meet the proposed goals stated in your funding contract. If not on target, please specify the reason and corrective actions taken to date.
- Discuss the program goals listed in your FY 14/15 application and progress toward these goals during the current funding period.
- Please provide us with a testimonial or statement from a client on how this program has impacted their lives.

#### **IV. MID-TERM REPORT DEMOGRAPHIC INFORMATION FOR UNDUPLICATED CLIENTS**

<b>Gender of Persons Served Unduplicated Clients</b>	<b>Mid-Term July 1, 2014 - December 31, 2014</b>
Females	
Males	
Unknown	
<b>Total</b>	

<b>Age of Persons Served Unduplicated Clients</b>	<b>Mid-Term July 1, 2014 - December 31, 2014</b>
0 – 6	
7 – 13	
14 – 18	
19 – 30	
31 – 49	
50 – 64	
65 – 74	
75 – 84	
85+	
Unknown	
<b>Total</b>	

<b>Race/Ethnicity of Persons Served Unduplicated Clients</b>	<b>Mid-Term July 1, 2014 - December 31, 2014</b>
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	

Asian & White	
Black/African American and White	
Amer. Indian/Alaskan Native & Black/African Amer.	
Asian and Native Hawaiian/ Other Pacific Islander	
Other Multi-Racial	
<b>Total</b>	

<b>Race/Ethnicity of Persons Served -Hispanic Unduplicated Clients</b>	<b>Mid-Term July 1, 2014 - December 31, 2014</b>
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American and White	
Amer. Indian/Alaskan Native & Black/African Amer.	
Asian and Native Hawaiian/ Other Pacific Islander	
Other Multi-Racial	
<b>Total</b>	

<b>Special Populations</b>	<b>Mid-Term July 1, 2014 - December 31, 2014</b>
Female Head of Household	
Elderly (62+)	
Disabled	

<b>Income Level of Persons Served Unduplicated Clients</b>	<b>Mid-Term July 1, 2014 - December 31, 2014</b>
Extremely Low (0-30% of Median Income)	
Low (31% - 50% of Median Income)	
Moderate (51%-80% of Median Income)	
Non-Low Moderate (81% + of Median Income)	
Unknown	
<b>Total</b>	

## II. GENERAL FUND PROGRAM FINAL REPORT

**The Final Report is due July 12, 2015 and captures data from July 1, 2014 through June 30, 2015.**

1. Agency Name:
2. Agency Description:
3. Project/Program Name:
4. Contact Person:
5. Contact Phone Number:
6. Contact Email Address:
7. FY13/14 Funds Requested:
8. FY13/14 Contract Amount:

## I. PRIORITY PROGRAM INFORMATION

The following information is required as part of our reporting to HUD. Please choose one of the following categories that is your primary focus:

Adult Services  
Anti-Crime Programs  
Domestic Violence Services  
Emergency Shelter Operating Costs  
Employment Training  
Food and Clothing Services  
General Public Services  
Handicap Services  
Health Services  
Legal Services, including Fair Housing  
Senior Services and Programs  
Substance Abuse Services  
Veterans' Services  
Youth Services

If serving more than one category, please explain:

## II. UNDUPLICATED CLIENTS

	Total Clients to be Served by the Program	Total City of Chandler Clients to be Served by the Program	Total Clients to be Served with City of Chandler Funds
Unduplicated Clients			
Total			

**Tip:** The Unduplicated Clients and Units of Service numbers do not have to match.

## III. UNITS OF SERVICE (UNDUPLICATED)

	Total Units of Service to be provided by the Program	Total Units of Service to be provided to City of Chandler clients	Total Units of Service provided with City of Chandler Funds
1 - Units of Service (drop down list)			
2 - Units of Service (drop down list)			
3 - Units of Service (drop down list)			
Total			

### Drop Down List of Choices:

- One client contact
- One bed night or shelter night
- One volunteer service hour (adult literacy)

- One hour of support for program participant (independent living)
- One hour of direct service to client/program use
- One complete developmental screening service (child)
- One period of substance abuse crisis services (10-23 hours)
- One client intake
- One case management
- One hour of legal time
- One home repaired
- One food box
- One item of clothing
- One unit of emergency assistance (utilities, rent, case management, counseling, other)
- Other \_\_\_\_\_

<b>FY 13/14 Funding Requested</b>	<b>FY 13/14 Funding received</b>	<b>FY 13/14 Unduplicated Units of Service</b>	<b>FY 13/14 Unduplicated Clients to be Served Per Contract</b>	<b>Number of unduplicated clients actually served with Chandler funds 7-1-13 to 6-30-14</b>
<b>FY 14/15 Funding Requested</b>	<b>FY 14/15 Funding Received</b>	<b>FY 14/15 Unduplicated Units of Service</b>	<b>FY 14/15 Unduplicated Clients to be Served Per Contract</b>	<b>Number of unduplicated clients actually served with Chandler funds 7-1-14 to 6-30-15</b>

1. Based on the numbers provided in the chart above, please describe whether your program met the proposed goals stated in your funding contract. If the program did not meet the proposed goals, please specify the reason and outline changes for future programming and lessons learned.
2. Describe your FY 14/15 accomplishments, challenges, or program changes.
3. Please list the total number of FTEs assigned to this program(s) through your agency, and the names and titles of those persons.
4. Did you conduct any outreach for the City of Chandler program(s)? If yes, describe how you conducted it, where you conducted it, who was targeted and the results.
5. Describe any new collaborative efforts achieved (or efforts that ended) during FY 14/15.

#### IV. DEMOGRAPHIC INFORMATION FOR UNDUPLICATED CLIENTS

Gender of Persons Served Unduplicated Clients	FINAL July 1, 2014 - June 30, 2015
Females	
Males	
Unknown	
<b>Total</b>	

Age of Persons Served Unduplicated Clients	FINAL July 1, 2014 – June 30, 2015
0 – 6	
7 – 13	
14 – 18	
19 – 30	
31 – 49	
50 – 62	
63 – 74	
75 – 84	
85+	
Unknown	
<b>Total</b>	

Race/Ethnicity of Persons Served Unduplicated Clients	Actual FY14/15	Projected FY15/16
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American and White		
Amer. Indian/Alaskan Native & Black/African Amer.		
Asian and Native Hawaiian/Other Pacific Islander		
Other Multi-Racial		
<b>Total</b>		

<b>Race/Ethnicity of Hispanic Persons Served Unduplicated Clients</b>	<b>Actual FY14/15</b>	<b>Projected FY15/16</b>
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American and White		
Amer. Indian/Alaskan Native & Black/African Amer.		
Asian and Native Hawaiian/Other Pacific Islander		
Other Multi-Racial		
<b>Total</b>		

<b>Family Size Unduplicated Clients</b>	<b>FINAL July 1, 2014 – June 30, 2015</b>
Small (4 or less)	
Large (5 or more)	

<b>Special Populations</b>	<b>FINAL July 1, 2014 – June 30, 2015</b>
Female Head of Household	
Elderly (62+)	
Disabled	

<b>Income Level of Persons Served Unduplicated Clients</b>	<b>FINAL July 1, 2014 – June 30, 2015</b>
Extremely Low (0-30% of Median Income)	
Low (31% - 50% of Median Income)	
Moderate (51%-80% of Median Income)	
Non-Low Moderate (81% + of Median Income)	
Unknown	
<b>Total</b>	



## V. OTHER

<b>Resource Referrals</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Total Unduplicated Clients Served with Chandler Funds</b>
Total unduplicated client referrals provided to other services and agencies					
<b>Domestic Violence</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Total Unduplicated Clients Served with Chandler Funds</b>
Total Unduplicated Clients					
Total Bed Nights					
<b>Homeless</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Total Unduplicated Clients Served with Chandler Funds</b>
Total Unduplicated Clients					
Total Bed Nights					

## VI. PROGRAM BUDGET

### Revenue

	<b>Total FY14/15 Program Revenue BUDGETED</b>	<b>Total FY14/15 Program Revenue ACTUAL</b>
1. Gov. Funding – Chandler		
2. Gov. Funding – Other Cities		
3. Gov. Funding – County		
4. Gov. Funding – State		
5. Gov. Funding – Federal		
6. Contributions / Donations		
7. Special Events / Fundraising		
8. Legacies / Bequests		
9. Foundation Support		
10. Service Fees & Reimbursements		
11. Investment Income		
12. In-Kind Support		
13. Other		
<b>Total</b>		

## Expenses

	Total FY14/15 Program Expenses BUDGETED	ACTUAL Chandler Funding Expended	ACTUAL Other Resources Expended	Volunteer/ In-Kind Contributions
1. Salaries				
2. Employee Benefits & Taxes				
3. Employee Education & Training				
4. Professional Fees & Contracts				
5. Specific Assistance for Individuals				
6. Communications (phone, fax, modem, postage)				
7. Supplies / Equipment Rental & Maintenance				
8. Occupancy (rent, utilities, building and grounds)				
9. Advertising / Printing & Publications				
10. Travel / Meetings / Conferences				
11. Membership Dues / Support to Affiliate Org.				
12. Evaluation				
13. Non-Payroll Insurance				
14. In-Kind Expense				
15. Other Expenses				
<b>Total</b>				

**Program Budget Narrative:** Please address any significant budget issues with the agency that impacted the funded program(s) if any. (1,500 characters)